

## **SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:**           **COOK'S ASSISTANT**

**JOB SUMMARY:**   An employee hired to prepare and or assist in the preparation of meals and supervision of students learning food preparation in an instructional kitchen/cafeteria. This employee is responsible to an assigned supervisor.

#### **QUALIFICATIONS REQUIRED:**

1.     Grade 12 or equivalent
2.     Possess or working towards a valid Inter-provincial Journeyman Cook Certificate (Red Seal)
3.     Food Safe Certificate
4.     Minimum of three years' experience in institutional and/or commercial food preparation.

#### **MUST HAVE THE ABILITY TO:**

1.     Communicate effectively, orally and in writing.
2.     Maintain confidentiality.
3.     Solve problems related to the position.
4.     Be self directed, flexible and work independently.
5.     Work with disagreeable conditions from time to time.
6.     Be a role model for students.
7.     Safely operate standard kitchen tools and appliances.
8.     Work under pressure and meet deadlines.
9.     Develop work methods to handle assigned tasks.
10.    Perform the physical requirements of the job.

#### **RESPONSIBILITIES AND DUTIES:**

1.     Supervise and instruct students in assigned learning situations and food preparation assignments as required. Report on student progress to administration.
2.     Assist in the demonstration and instruction of students in proper food preparation, cooking and baking methods, procedures and techniques, safety habits, hygiene and sanitation standards.
3.     Cook, bake and other food preparation duties for daily breakfast and lunch programs and special events.
4.     Assist in the preparation of recipes and menus for breakfast and lunches.
5.     Assist in the ordering of food and supplies and maintaining inventory levels.
6.     Operate and maintain standard kitchen tools and appliances.
7.     Participates in kitchen clean-up routine.
8.     Manage cash register sales and maintain records.
9.     Perform other job related duties.